

*******EXAMPLE FFVP Claim*******

Indiana Department of Education		
Division of School and Community Nutrition Programs	School Year:	2009-2010
Fresh Fruit and Vegetable Program	Grant/Fiscal Year:	2009
Claim for Reimbursement		
(800) 537-1142 or (317) 232-0850		

Sponsor Name:	Way to Go IDOE Corporation	Sponsor Agr. Number:	4321
Sponsor Address:	151 Ohio Street	Month & Year:	Aug-09
		# Days Prog. Oper. In Month:	15
City/State/Zip:	Indianapolis, IN 46204	Adjustment Number:	0
Name of School:	IDOE Middle School		
School Number:	1234		

Instructions: Submit an **original and one copy** to the State Agency no later than the 10th of the month following the month covered by the claim. Retain a copy for your records. All receipts, invoices and other evidence of purchase must be retained and available for further review or audit for a period of 3 years after the date of submission of the final claim for the fiscal year to which they pertain.

Fresh Fruit and Vegetable Program Expenses

	Fruits and Vegetables:	\$3,592.75
	Operating Costs	\$799.00
	Administrative Costs	\$1,298.00
	Total Claim:	\$5,689.75

Signatures (both are required)

We certify that to the best of our knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that it is in

Project Manager (signature)	Ima Fruit		
Date			
Print Name	Ima Fruit		
Food Service Director (signature)	Ura Vegetable		
Date			
Print Name	Ura Vegetable		
Preparer	Ima Fruit		
Phone Number	317-232-0850		

Questions/Comments:

1) What nutrition education activities were offered this month?

The 6th grade classes were responsible for finding a nutrition fact about the FFVP snack of the day. The nutrition fact was read over the loud speaker by the students during homeroom each morning.

2) How did you promote the FFVP in your school this month?

FFVP snacks were listed in the weekly take-home newsletter. For the first day of school we set up a booth at the entrance to the school. A parent familiar with the program volunteered to distribute flyers about the program to parents as they brought their children to school. Many parents didn't even know our school was part of the FFVP.

3) Describe any FFVP challenges you may have faced this month?

Several classrooms had field trips during the time we normally offer the FFVP snack. The FSD worked with the teachers to arrange an alternate time during the day to offer the snack. Fortunately, the teachers were very cooperative, but it did take some extra time to plan.